

## **UUCB BOARD OF DIRECTORS MEETING – August 25, 2020 MINUTES**

8/25/2020 Draft: M. Kercher, Board President

Present via Zoom: Mike Kercher, Marcie Kindred, Hannah Roberts Villnave, Camellia El-Antably, Garth Shanklin, Gene Heater, Robert Weinland, Caroljean Bongo, Jackie Hutchins, Carol Bowles

Zoom meeting was called to order at 6:02 PM by Mike Kercher.

### **CONSENT AGENDA:**

- Approval of the Agenda for today's Meeting
- Meeting minutes: July 28, 2020
- Staff Reports – Rev. Hannah and Mary Scherden
- Treasurer report – April 2020

Garth moved to approve consent agenda and Camellia 2<sup>nd</sup>. Motion approved unanimously.

### **OLD BUSINESS AND UPDATES:**

- Building use and closure/opening:
  - Building Access Coordination – Rev. Hannah: Discussion regarding building access and coordinate with Rev. Hannah and Tamra regarding people who need to enter building. Rev. Hannah and Tamra will work out a system and add something in the newsletter. Also, let Sharon know about spaces that are used so that cleaning can be done that goes beyond office use.
  - Current UUCB Operations Order expires September 2020 (no groups and no worship): Will we extend? Discussion about opening the building up for small groups (part of the congregation). Hannah discussed that Narcotics Anonymous would like to use the building. Family Promise has asked if UUCB is comfortable with guests to start staying again. Risks were discussed, and it unknown what is coming up with upcoming flu season, COVID, etc. UUCB is responsible for cleaning. **Action Item:** Hannah will discuss with Sharon and the rest of the staff to discuss the comfort level with cleaning the building after group gatherings like NA. They will also discuss the cleaning logistics with Family Promise, what would that look like, to discuss at next board meeting. Also, NA meetings data to bring to next board meeting, including firm expectations of the use of building. *It will be extended through October 31 2020, to be revisited at the September board meeting. Virtual worship to be extended through January 2021 and then revisited at the December Board Meeting.*
- Policy Review Status – Gene
  - Policies 2.1, 2.1.1, 2.1.2 updates: There was miscommunication between the Policy and the Finance Committees and the approval at the July 2020 Board Meeting associated with Policies 2.1,2.1.1, and 2.1.2 was not on the latest and most current revision. Gene requested the approval from last month be rescinded. Gene would like to attend the Finance meetings to work through these, specifically with Joey.
    - Camellia moved to rescind and Garth 2<sup>nd</sup>. Motion granted unanimously.
- Technology report-Gene / Rev Hannah
  - Service technology request order updates – Rev Hannah discussed the purchase of webcams, microphones, and tripods that have been ordered and a Macintosh

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computer will be ordered later in the week. Rev. Hannah discussed broadcasting worship physically from the church, possibly in September using the new technology.

- Sprinkler System Update: Mike discussed the completion of sprinkler system installation. Drip systems were added in the garden areas. He also discussed rock being added in dry spots, possibly next summer.
- Projector Install September 12<sup>th</sup> – Mike will get projector installed.

### NEW BUSINESS:

- DFD Credit Card: Hannah asked that it be moved to Executive Session.
- Beloved Conversations – Rev. Hannah discussed a multi-part curriculum: The Collaborative from Chicago. It is designed for Unitarian Universalists about undoing racism within ourselves, congregation, and the world. A virtual version is being launched. It is a small group model that is done virtually that the congregation could sign up for – a three year arc is being built.
  - [www.meadville.edu/fahs-collaborative/fahs-curriculum-catalogue/beloved-conversations/](http://www.meadville.edu/fahs-collaborative/fahs-curriculum-catalogue/beloved-conversations/)
  - It would be open to the congregation for those who would like to be leaders – sponsored by the church or if they can afford to sponsor themselves. There are Fall and Spring starts, so timing is flexible for those who would like to participate. A possible three commitment. Gene asked for more comprehensive information on costs.
  - Hannah will let the congregation know once registration is open. Marcie, Mike, and Jackie showed interest in the classes held during the Spring semester, depending on commitment and availability.
- Pledge Drive Donor Confidentiality Discussion: Gene discussed the confidentiality of information being figured out before the next pledge drive about who should have access to personal information. He discussed a need for a confidentiality policy needing to put in place for the future.
- Rev. Hannah Fellowship Evaluation timeline – Rev. Hannah discussed the renewal of the Fellowship Evaluation. Three successful renewals need to happen for Full Fellowship, this is third. Three entities need to write evaluations: self, board, and the Committee of Shared Ministry. Seven areas of competency – 400 word limit in each area. Reports that Rev. Hannah writes every month include these competencies. November 2019 – October 2020 included in evaluation. Evaluation will start with Executive board: Mike, Caroljean, Marcie, Camellia, and Jackie (as Secretary) – goal before October 17<sup>th</sup>.
  - Due Date Nov 1<sup>st</sup> 2020
- Church Mutual Hail Damage Supplemental Policy Investigation: Insurance policy has a \$10,000 hail deductible. Mike discussed that a supplemental insurance be investigated. Caroljean volunteered to call Church Mutual. **ACTION ITEM:** Caroljean will call Church Mutual and determine possible costs.
- John Sanford's Resignation: Mike discussed John's resignation from the finance and policy committees because of a move. COSM appoints their own replacement, Rev. Hannah will check bylaws.

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- New Board Member Orientation – Mike discussed an orientation/social get together - in person. Date to be set. Rev. Hannah will share the board manual with Mike to update and to be shared with new members.
- Leadership Retreat 2020 – Rev. Hannah discussed the leadership retreat with a modified approach – invitation to anyone who is on a committee for a Friday evening program and also, some time either Saturday or Sunday for discussions; Rev. Hannah with LDT and COSM will prepare an agenda. Possible dates: September 25th evening and Sunday, September 27<sup>th</sup> in the afternoon.
- Carol discussed a survey about virtual church and if needs are being met. Carol discussed coming up with questions about what kind of information would be gathered in survey. (outside church, online giving, online services continued when it is safe to meet in person, etc.)

**Executive Session:**

- Motion to move into executive session: (Can't remember who did this) at 7:35 pm
- Motion to move out of executive session: (Can't remember who did this) at 8:30

**Final Motions**

- Camellia moved to suspend the DFD's credit card for 90 days and recommended that Mary and Hannah work together to draft policy to submit to the Policy and Finance committees for approval during this time period.
  - Seconded by Robert. Motion granted unanimously.

**Commented [MK1]:** Not sure if this is correct, and appropriately formatted.

Mike adjourned the meeting at 8:40 PM

**Important Dates:**

Next board meeting: September 22, 2020 at 6:00 PM

New board member orientation: date TBD